



## CITY OF GARDNER

OFFICE OF THE  
BOARD OF HEALTH ROOM 29, CITY HALL  
GARDNER, MASSACHUSETTS 01440  
(978) 630-4013  
FAX (978) 632-4682



**To:** Jennifer A. Susen-Roy, BA. - Health Director  
Dr John Mulqueen, Chairperson  
Susan Avallone, Member  
Atty. Geoffrey Tobia, Member

**RE:** Board of Health meeting held on Monday, July 25, 2016

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**5:00** Meeting called to order

**5:02** Meeting minutes dated June 20, 2016 review and to be signed.  
Meeting minutes dated July 25, 2016 review and to be signed.

**5:05** Sandy Knipe and Forest Price. **Public Health Emergency Preparedness.** Sandy Knipe and Forest Price explained that because Boards of Health have a roll in emergency response when there is a public health component, the board of health becomes involved. Forest is funded by a CDC grant which is administered by Massachusetts Public health. PHEP is designed to increase the ability of our communities to handle a wide range of Public Health Emergencies. Region 2 PHEP coalition serves 74 communities in and adjacent to Worcester County. It works out of Worcester's **Department of Public Health.** PHEP planners work with cities and towns to develop the PHEP capabilities and accomplish the grant deliverables. Each of the 74 communities have similar programs so that if someone went to another city or town in a mutual aid environment, they would be able to integrate with the community easily.  
For More information you can go to, website-<http://phepreregion2.org>.  
**Continuity of Operations Plan** For the board of health. A guide on how to stay functioning in an emergency situation. What the Board of health needs to do and what sort of chain of command the board of health would want.  
**All Hazards Plan-** Incidents usually start with another agency, that agency will handle the incident until it becomes a public safety issue. The Board of Health would then get called in to oversee the cleanup of the aftermath of the incident. The "All Hazards Plan" does not give a step by step plan but will give guidelines and information on line. This plan explains how the board of health can organize running an emergency situation, especially if the board of health is impacted.  
**Strategic National Stockpiles Drills,** this is a federal cash of medications to be used in an emergency situation such as, needing prophylaxis medication, or vaccines. **Emergency Dispensing Sites** plan is based around **SNS.** If you have a pandemic disease situation the Government would have vaccines or prophylaxis medication. The Government would get the amount needed to the State, the State would then get them to the local Boards of Health.  
**Board of Health Notification Drill.** This would be a list of who would be called in an emergency situation. Per the State, there must be three names of people on this list.  
**Site Activation Drill.** Gardner's EDS location is Waterford Street School. This is where the board of health would set up to distribute medications. The EDS plan would help guide you on how to set up and run the activation site.  
**Emergency Dispensing Sites Throughput Drill.** How many people would be needed to get the population of Gardner and put them through the **EDS?** For Example: the model is based on an anthrax attack, which requires a 48 hour response time 12 hours to set up 36 hours to get medication to the population. Forest informed the board that there is software developed by the CDC its call "Real Opt". The city of Gardner's numbers could be plugged in to the model and it would let you know how many people you would need to run the EDS. These drills are mandated by the CDC. Because of limited manpower, there is an agency that will help Gardner, Wachusett **Medical Reserve Core.** The Wachusett MRC is run by Judy O'Donnell and her staff. There are

plans in place to get medications to the people if there is a regional disaster. MRC would help the city as much as they can. Forest will update the Board of Health's 24/7 call down list quarterly. In November, Forest will have a drill and call those people.

**National Incident Management System**, Federal program stratifies how everyone responds to an emergency. Equipment is now standardized, so if there was an emergency in California, help coming from Gardner would have the same equipment and speak the same language.

**Incident Command System**, structure how we respond to an emergency. Who is in charge and how we work together with other agencies in the city.

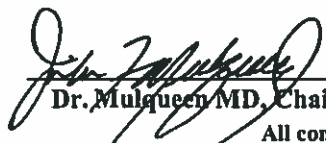
Courses that are recommended for BOH personnel, NIMS700 and ICS 100

<http://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>


<http://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>

**Health Homeland Alert Network**, run by the state which pushes information out by phone and email. **Web based Emergency Operation Center** program which communities can put situations the community is going through on line. Gardner has one account, Jennifer Susen-Roy is on it. You can request items from the state if there was an emergency. Every quarter a drill takes place a combination of HHAN and Web EOC. This is to test the ability of the board of health to respond to an emergency situation. In this drill you are asked to post a message to show that you are involved in the program. Only one response is necessary. Forest said that if there were ever any questions or problems he would be available to assist. Forest suggested that the Board members could go to the web sites that were sited if they wanted to see how it works. Sandy represents the Gardner Board of Health at the PHEP meetings and votes on items that are of interest to the Board of Health.

- 6:50 **Unattended box Regulations:** The Board was given a copy of the actual application form from Fitchburg so they can see what it looks like. Jennifer informed the board that per Steve Curry, there is a \$35 permit fee the property owner pays and they have to oversee the maintenance of the box. The property owner gets a good size kick back from the donation box company for having the box on their property. The religious organizations do not have to pay the fee. However, the Board is questioning if they are exempt to the regulations that are in place.
- 7:10 **Review the Tobacco Flavor Product Regulations draft:** The Board went over the new revised regulations and made some changes. Some conversation about E-Cigarette/Vaping Devices. Jennifer will notify Joan Hamlet the changes that were made.
- 7:30 **New Business:** Jennifer updated the board on the new hire, Lauren Saunders, for the Assistant Director. Update on Rain barrels, 67 sold out of a 100. Upcoming events at Monument Park: National Night out August 2<sup>nd</sup>, GCAP and Board of Health put on a community event. On August 31<sup>st</sup> the second annual international Overdose awareness night.
- 7:45 **Next meeting:** Monday, August 22, 2016. Meeting Adjourn  
Recording proceedings were preserved and are available upon request.

  
Dr. Mulqueen MD, Chairperson

  
Susan Avallone, Member

  
Atty. Geoffrey Tobia, Member

All conversations are documented on recording identified as B.O.H July 28, 2016